Position Title: Quality Improvement Coordinator

Position Status and Location: Regular Full Time, VECF’s Richmond Office

Reports to: Vice President of Community Networks

One sentence job description: Provides strategic oversight and coordination of VECF’s efforts to support early childhood education programs and classroom quality.

To apply, please send a resume and cover letter to recruiting@weirconsulting.com with the Subject Line “Application for VECF Quality Improvement Coordinator.”

Organization
The Virginia Early Childhood Foundation is a statewide non-profit public-private partnership with the vision that every child in Virginia will enter kindergarten healthy and ready to succeed in school and in life. Its mission is to foster a coordinated, comprehensive system of state, local, public and private resources to strengthen the ability of all Virginia families to provide a “Smart Beginning” for children from birth to age five. In partnership with key state agencies, VECF’s primary goal is to support the work of local communities in strengthening their early childhood systems. The Foundation provides competitive grants and technical assistance to local early childhood initiatives formed to build capacity and infrastructure in local communities for delivery of high quality early childhood programs.

Description
The Virginia Early Childhood Foundation receives a number of grants with responsibilities and critical resources for promoting and developing early childhood systems, including access to quality early childhood education in communities across Virginia and at the state level.

In order to administer these grants and responsibilities in a streamlined and effective way, VECF is looking for a quality improvement coordinator to manage quality early education initiatives across the state, including maintaining strategic oversight and management of VECF’s efforts to support early childhood education classroom quality at both state and local levels and utilization of quality assessments, data, and a suite of improvement strategies to support effective interactions and instruction in early childhood education classrooms and communities across the state. This focus will cut across Smart Beginnings, Mixed Delivery, PDG, and other community-level initiatives and networks managed and/or supported by VECF.

The position requires a personal commitment to the Foundation’s vision that every child in Virginia will enter kindergarten healthy and ready to succeed in school and in life. This person will work out of our conveniently located office in Richmond, Virginia and will have professional development opportunities.
Job responsibilities:

- **Cast vision** - Develop and implement vision for Virginia’s continuous quality improvement and assurance strategies for early childhood education programs and classroom.
- **Build relationships** - Manage relationships with relevant partners and vendors to support successful implementation of initiative activities.
- **Consult across VECF** - Advise on classroom assessment and improvement strategies across all VECF’s efforts.
- **Share knowledge** - Coordinate and support training and sharing of best practices in pilot classrooms including standards, curriculum, assessment, and interactions; coordinate the support for quality inventories in pilot classrooms including CLASS observations.
- **Manage and utilize data** - Manage and assist with relevant data collection, synthesis, analysis, research/evaluation, and systems activities.

Minimum Qualifications:

- Minimum Bachelor Degree in Early Childhood Education/Child Development, related or specialty field or relevant expertise
- Proven success (and 5+ plus years’ experience) in project management and working with a team and with adult learners
- Knowledge of early care and education quality standards and best practices including curriculum and assessment
- Robust experience with training, reliability, and/or trainer certification on the Classroom Assessment Scoring System (CLASS)
- Demonstrated commitment to equity and inclusion
- Strong written and oral communication skills; including experience with public speaking
- Outstanding organizational skills and ability to meet strict timeframes
- Willingness to travel throughout Virginia with possibility of some overnights

Preferred Qualifications:

- 10+ years in operations or similar field
- Teacher licensure
- Masters in Early Childhood Education/Child Development, related or specialty field

Position is salaried, commensurate with experience, anticipated range of $70-83k.

*VECF is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, gender, sexual orientation, national origin, genetics, disability, age, or veteran status.*

*VECF maintains a drug free workplace.*